EMPLOYER USER MANUAL

EPIC ITB - Suite 3, Level 2, 187 Boundary Rd
North Melbourne VIC 3051
P 03 9654 1299
F 03 9329 0014
E enquiries@profile21.com.au
W www.profile21.com.au
ABN 32 262 490 270

Dear Employer System User,

Welcome to profile21 system,

This user guide describes the basic functions of the profile21 software application.

Login

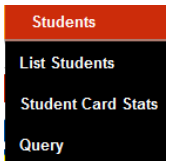
⇒ Go to the profiling website: www.profile21.com.au

⇒ Enter the username and password specified for your account

Navigation Links

Home

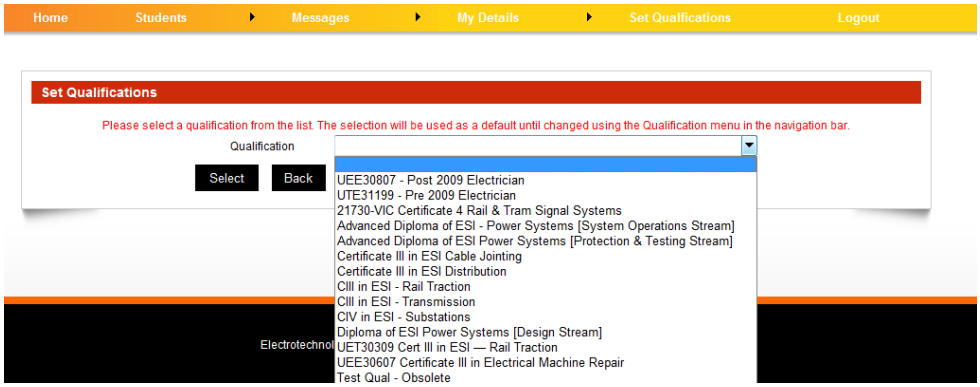
The latest news, tips and important links are available on this page.



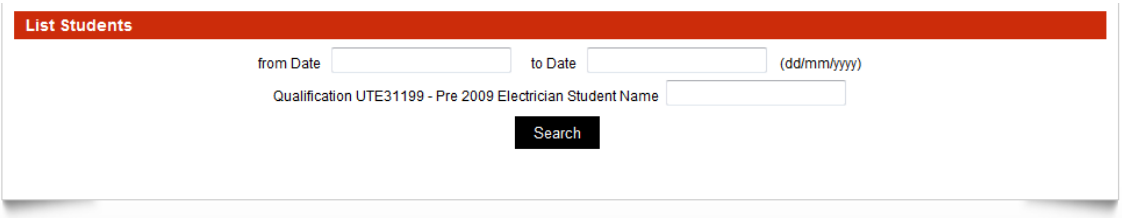
List Students - Shows the list of apprentices/trainees that you employ.
Student Card Status – Click here to show a summary of the apprentice/trainee information and card information (records can be searched by name/period).
Query – Run an in depth query using Employer/Card status/Year/Week/Number of Cards/Student search parameters.

⇒ List Students menu option

You must first select the qualification of the student/ employee you wish to search for


Home
Students
Messages
My Details
Set Qualfications
Logout
Set Qualifications
Please select a qualification from the list. The selection will be used as a default until changed using the Qualification menu in the navigation bar.
Qualification
Select
Back
UEE30807 - Post 2009 Electrician
UTE31199 - Pre 2009 Electrician
21730-VIC Certificate 4 Rail & Tram Signal Systems
Advanced Diploma of ESI - Power Systems [System Operations Stream]
Advanced Diploma of ESI Power Systems [Protection & Testing Stream]
Certificate III in ESI Cable Jointing
Certificate III in ESI Distribution
CIII in ESI - Rail Traction
CIII in ESI - Transmission
CIV in ESI - Substations
Diploma of ESI Power Systems [Design Stream]
UET30309 Cert III in ESI — Rail Traction
UEE30607 Certificate III in Electrical Machine Repair
Test Qual - Obsolete
Electrotechnol

EPIC ITB - Suite 3, Level 2, 187 Boundary Rd
North Melbourne VIC 3051
P 03 9654 1299
F 03 9329 0014
E enquiries@profile21.com.au
W www.profile21.com.au
ABN 32 262 490 270



You are able to search by:

⇒ Student Name
⇒ From Date
⇒ To Date

The resulting Student List will show the following:

⇒ Student name – Click on the apprentice/trainee's name to view their cards.

⇒ Advanced Standing – Click here to view Advanced Standing (if any).

⇒ Start Date – Start date of apprenticeship/traineeship.

⇒ ROI – Shows a YES or NO to signify if the student has agreed to release their information

⇒ Report- Click here to view the apprentice/ trainee's profiling progress report. The date specified under the report column, represents the date the report was generated.

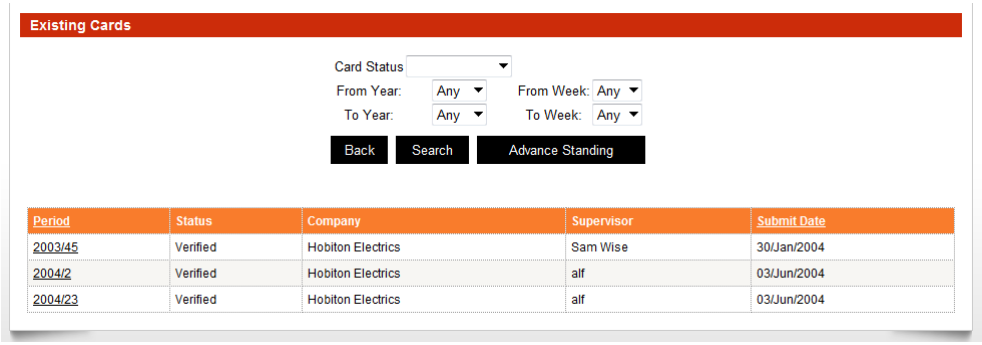
Student Name	Adv Std.	Start Date	ROI	Report
Gandelf Grey - Deceased	adv	01/Jan/2003	Yes	7 May 2012
Percy Tankengine	adv	01/Dec/2007	No	7 May 2012
Pete Steelhaven	adv	01/Jan/2008	Yes	7 May 2012
Pete Rmit	adv	01/Jan/2008	No	7 May 2012
Pete Boxhill	adv	01/Jan/2008	Yes	7 May 2012

By Clicking on one of the column headings you will sort the list by the column category. For example, to sort Student Name into alphabetical order, click on the Student Name column heading

Student Card Information

Click on the student's name to be taken to an additional search screen, where you can view individual card information for the chosen student (such as card status), authoriser information, submission dates as well as details of advanced standing (click on the advanced standing button).

EPIC ITB - Suite 3, Level 2, 187 Boundary Rd
North Melbourne VIC 3051
P 03 9654 1299
F 03 9329 0014
E enquiries@profile21.com.au
W www.profile21.com.au
ABN 32 262 490 270



Adv (Advanced Standing)

From the main Student List screen, you can view the advanced standing/RPL/PWR for a trainee/ apprentice.

⇒ Click on the "adv" for the appropriate student to view the student's current advance standing applied to his/her account.

⇒ *To add new advance standing:*

⇒ Click the "Add New Advance Standing" button.

⇒ Enter the start and end

Start Date

From the main Card List screen, details of the student's start date for profiling will be displayed.

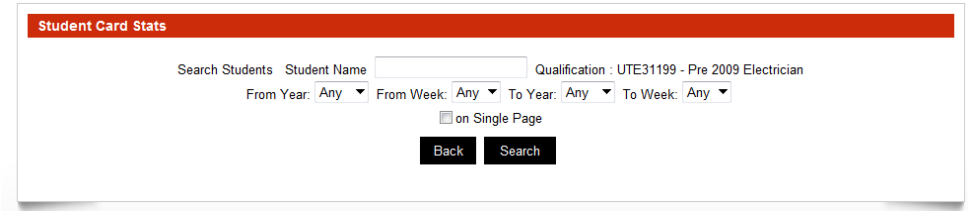
ROI

Shows that the student has accepted the Release of Information agreement when he/she initially logged into the system.

Reports

View/download and print profiling progress reports.

⇒ Student Card Stats menu option



Particular students can be searched by their student name, start year or month of their profiling.

Student Name	Pending Approval	Verified	Rejected	Draft	Cards Not Submitted	Start Date
Pete Atcem	0	0	0	0	228	01/Jan/2008
Pete Ati	0	0	0	0	228	01/Jan/2008
Pete Ballarat	0	1	1	0	227	01/Jan/2008
Pete Boxhill	0	0	0	0	228	01/Jan/2008
Bob The Builder	0	0	0	0	259	01/Jun/2007
Pete Cdu	0	0	0	0	228	01/Jan/2008

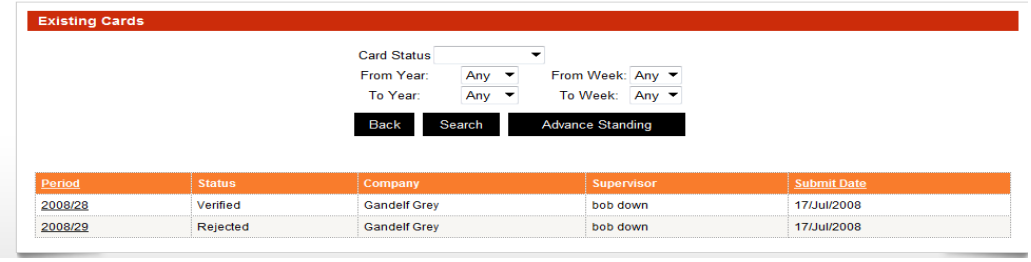
EPIC ITB - Suite 3, Level 2, 187 Boundary Rd
North Melbourne VIC 3051
P 03 9654 1299
F 03 9329 0014
E enquiries@profile21.com.au
W www.profile21.com.au
ABN 32 262 490 270

The Search Results will show:

⇒ Student's name –Click on the student's name to view cards.
⇒ Pending Approval–indicates how many cards have been submitted for verification
⇒ Verified–indicates how many cards have been verified
⇒ Rejected–indicates how many cards have been rejected
⇒ Draft – Indicates how many cards were created as a draft, but not yet submitted to employer
⇒ Cards not submitted - represent a number of weekly/monthly cards that were not lodged by an apprentice since the start of his/her apprenticeship until the current date. The actual number of required weekly/monthly cards may be greater or smaller and it depends on a type of data submitted by an apprentice and the training package requirements.
⇒ Start Date – Shows the start date of profiling. Click on this title to sort the list by start date.

Click the student name to view the list of cards entered by:

⇒ **Period** - indicates the period of the card submitted (click on the period to view/verify that card).
⇒ **Status** - indicates if the card is submitted, verified, re-submitted or rejected.
⇒ **Company** - indicates the company name the card was submitted.
⇒ **Supervisor** - indicates the apprentice/trainee's supervisor for that card.
⇒ **Submit date** - indicates the date the card was submitted.



Here you can see basic statistics for a student's card submissions such as period, Status, Company, Supervisor and Submit Date.

By clicking on the Advanced Standing button, you can view the details of the Advanced Standing provided to the student

Verification of Cards

Verification of your apprentice/trainee's entries can done by:

⇒ Verify each card by viewing each card summary. If you agree with the information that the apprentice/trainee has entered, click the "Approve" button. If you do not agree, the card can be rejected and will be returned to the apprentice for re-submission. Comments can be made on the card.

⇒ To verify a card, go to the "List Students" or "Student Card Status" option, and search for the apprentice/trainee.

⇒ Click on the apprentice/trainee's name to view the cards entered.

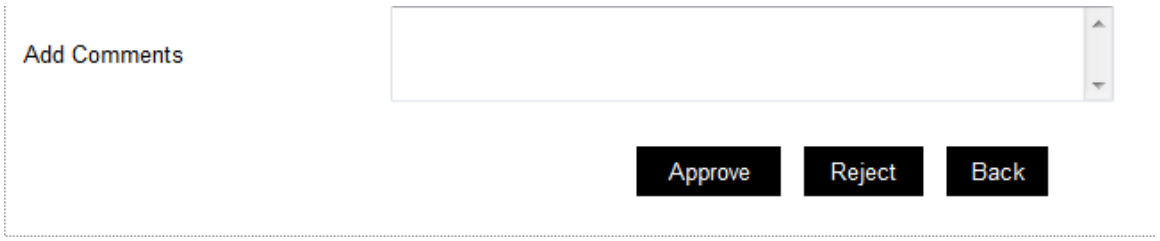
⇒ Click on the period to view the card.

⇒ Click "Approve" to verify the card.

⇒ Click "Reject" to return the card to the apprentice for re-submission.

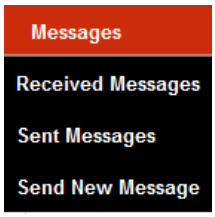
EPIC ITB - Suite 3, Level 2, 187 Boundary Rd
North Melbourne VIC 3051
P 03 9654 1299
F 03 9329 0014
E enquiries@profile21.com.au
W www.profile21.com.au
ABN 32 262 490 270

You may add additional comments in the Add Comments box.



⇒ Query menu option

Run an in depth query using employer/card status/Year/Week/Number of Cards/Student search parameters.



Internal system messages can now be sent between your RTO/ Trainer, the employers, the students and profile21's staff.

⇒ Received Messages menu option

View messages sent to your user account

• To view all messages, leave fields blank and click search, or complete the fields for more specific criteria.

⇒ Sent Messages menu option

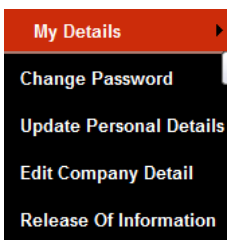
View messages previously sent from your user account

• To view all messages, leave fields blank and click search, or complete the fields for more specific criteria.

⇒ Send New Messages menu option

Send a new message to either a student or employer

• Select the user type and click "Find Users". This will bring up a list of users for this category.
• Select the user and click "Create Message".
• Complete the message and click "Send".



EPIC ITB - Suite 3, Level 2, 187 Boundary Rd
North Melbourne VIC 3051
P 03 9654 1299
F 03 9329 0014
E enquiries@profile21.com.au
W www.profile21.com.au
ABN 32 262 490 270

⇒ Change Password menu option

When you first login to profile21, to commence profiling, it is a good idea to change your password for security reasons.
Make it something that you will easily remember. Passwords must be at least 6 characters long. Please note the password is case sensitive.

⇒ Update Personal Details menu option

Update your personal details on the system, i.e. email, phone number, etc.

⇒ Edit Company Detail menu option

Update your company details and add/edit your company users on the system.

To Edit Company Details

⇒ Click here to update the main Company address, phone and email.

⇒ New Company users can be added or edited and existing users can either be archived or blocked from using the system.

When you wish to exit from the system, select the "Logout" menu option and then "Click Here" to complete the logout process.